LFPA Committee Final Report

Committee Name: Planning and Resources Committee
Committee Chair: Andi Back and Jim Richey
Members (with terms):
- Andi Back, Co-chair, 2011-2012
- Jim Richey, Co-chair, 2011-2013
- Molly Altman, 2011-2013
- Judith Emde, 2011-2012
- Wade Garrison, 2011-2013
- Kim Glover, 2011-2012 (departed 3/2012)
- Rebecca Smith, Ex Officio
- Sarah Goodwin Thiel, LFPA Exec Liaison

Fiscal Year: 2012

Standing Charges:

3.3.6.1 The Committee on Planning and Resources, in consultation with library administration, Library Faculty and Professionals Assembly Executive Committee and Library Support Staff Executive Board, and library staff, shall examine general priorities in the distribution of resources and participate in planning budget and human resource activities within the Libraries. In addition, the Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff Executive Board shall jointly issue other charges as needed. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff Executive Board.

3.3.6.2 The Committee on Planning and Resources shall be composed of three members from the Library Faculty and Professionals Assembly, appointed by the Executive Committee, three members from the Library Support Staff, and the Libraries’ Assistant to the Dean, Fiscal Services (ex officio) and Human Resources Director (ex officio).

3.3.6.3 The Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

DRAFT March 2011


**Standing Charges Progress Summary** *(please include progress and/or accomplishments related to Standing Charges)*:

Please See Activities Section

**Special Charges**: 

1. This committee is coming off hiatus and thus lacks continuing members. The new committee members are to decide who will service one year appointments and who will be serving on the committee for two years. See the Code and Bylaws for LFPA and KULSS for additional information about the overlapping appointments.

2. Schedule and/or promote a Budget report from Shannon or Lorraine during a fall semester All-Staff Meeting.

3. Share information with and be an advisory body to the Office of Communications and Advancement concerning campaign priorities and objectives.

4. Quarterly review and note progress updates in the Internal Plan

5. Produce and update a formal prioritized list of big dollar resource needs as recommendations for LFPA and KULSS Executive Committees to present to the Dean’s Exec Council on an as requested basis. The process should follow a similar process used to collect ideas for the Parent Campaign and include staff input. Note: Parent Campaign funds currently go to the Learning Studio and will do the same for at least this year and next.

**Special Charges Progress Summary** *(please include progress and/or accomplishments related to Special Charges)*:

Please see Activities Section

**Progress on Previous Year’s Recommendations** *(if applicable, please describe any progress or work towards last year’s committee recommendations)*:

PRC previously on hiatus

**Other Activities or Accomplishments**: 

The PRC met monthly beginning in December of 2011. The committee did not meet in March. Meeting minutes are posted on the LFPA website.

PRC was on a previous hiatus so many of the meetings were discussions about the potential responsibilities, what should be communicated to staff/faculty, and how this should be communicated.

**PRC’s Potential Responsibilities**: 

Overall goal of PRC is to make Dean’s Exec budget discussions, as well as current strategic plan updates, more transparent to the rest of library staff, and to open up communication as to what is and is not being done regarding the strategic plan. PRC will discuss further their alignment with the future strategic plan. PRC plans to broadcast where the libraries money is going and provide a formal request process for staff to express their ideas about how money should be distributed for future projects. PRC will also be a source for staff to make equipment/project requests. We will work on streamlining the process for which staff can make requests as well as their approval process. We have an opportunity to be a high profile committee for all staff.

a. **Strategic Plan Responsibilities**
   i. PRC will investigate whether or not they will continue in the role of monitoring the internal/operational plan.
   ii. PRC should look over current 2010-2012 plan, as well as the operational plan, and ask Rebecca any questions that come up
   iii. PRC representative may also sit in on Dean’s Exec when Shannon gives her quarterly financial overview

b. **Campaign Responsibilities**
   i. Rebecca will update us every meeting with campaign information and PRC will carry out this information to staff

c. **Funding Responsibilities**
   i. PRC will provide a pathway for staff to request material, equipment, etc
   ii. PRC will be a staff outlet for ideas of what libraries might need
   iii. We could keep a running list in our back pocket for money that comes from unrestricted gifts
   iv. Strongly suggest aligning these funds with 4 new strategic plan goals

**Information Sharing:**
   a. PRC should discuss how to relay this information to the rest of staff (email, etc)
   b. Our updates should be vetted through Rebecca and LFPA before they go out

**Information to Share:**
   After meeting with Kent Miller and Shannon Royer the following are things that should be shared with staff.
   a. There is a new web form for small supply items (pencils, staples) as well as a separate supply form for technology equipment
   b. Anything more questionable or more expensive, we can contact Kent or cc him on an email that has AD approval.
   c. PRC should generate a list and communicate with staff examples of items that can be ordered

After meeting with Shannon Royer about the annual budget report the following are considerations from that report that staff/faculty may want to know.
a. If people can be empowered to understand the libraries budget they will feel more comfortable coming up with ideas and lobby for what would be useful to libraries  
b. Office supplies, tech/equipment supplies, travel, big ticket items should have some guidelines  
c. Anything over $5000 has to go to a bid  
d. People need to know about discretionary travel fund  
e. Possibly ask Kristin Vickers about issues she thinks should be communicated  
f. PRC feels they should summarize this information into an outline and present it for Dean’s Exec

Recommendations:

- Define office supply, tech/equipment, travel, and big ticket item categories in an outline. The outline should possibly include budget information, request information, and possible examples of each category.  
- Communicate to library staff possible information they may need about Shannon’s annual budget report (see above).  
- Speak with Kristin Vickers about possible ordering issues she may have.  
- Continue with the above special charges and potential responsibilities.

Potential Charges for Future Committees:

Prepared By: Andi Back